

## **KEYBOARDING I/KEYBOARDING II**

Students successfully completing the competencies listed below in any of Iowa's School Districts may seek advanced standing in any of Iowa's Community College Business and Technology programs requiring Keyboarding I or II.

**APPLYING FOR ADVANCED STANDING STATUS:** Students interested in seeking advanced standing status should visit with their high school business instructor or counselor about the process. Following application and a review of the certificate(s), the respective community college will determine the "advanced standing status" of the student. To officially obtain advanced standing status, the student must be admitted to one of the community colleges and enroll in a Business and Technology program of study within one academic year of graduation from high school. The advanced standing will be reflected on the student's college transcript in accordance with community college guidelines. Students making application to programs other than Business and Technology should contact the appropriate community college concerning advanced standing.

### **KEYBOARDING I**

#### **REQUIRED SPEED COMPETENCY(S)**

Key straight copy material for 5 minutes at a minimum of 35 gross words per minute with a maximum of 5 errors

#### **REQUIRED COMPETENCY(S)**

- Identify and demonstrate functions of the keyboard
- Use correct fingering for the alphabetic, numeric, and symbol keyboard
- Demonstrate correct posture
- Demonstrate proper "touch" techniques
- Key straight copy, handwritten, or rough draft copy
- Proofread and correct errors
- Format short reports
- Format personal/business letters
- Format interoffice memorandum
- Format envelopes (standard size)
- Format tables with column headings

#### **RECOMMENDED COMPETENCY(S)**

- Recognize proofreader's marks
- Store and retrieve document files
- Format manuscripts, bound or unbound with citations, title page, table of contents, and bibliography
- Use standard placement for outlines and enumerations

### **KEYBOARDING II**

#### **REQUIRED SPEED COMPETENCY(S)**

Key straight copy material for 5 minutes at a minimum of 50 gross words per minute with a maximum of 5 errors

#### **REQUIRED COMPETENCY(S)**

- Format arranged or unarranged documents
- Key rough draft material containing proofreader's marks
- Format multi-page manuscripts, bound or unbound with citations, title page, table of contents, and bibliography
- Format outlines and enumerations
- Apply rules of capitalization, punctuation, spelling, word usage, and word division
- Format agenda and minutes of a meeting
- Format business letters--block, modified block, and AMS simplified
- Format envelopes and mailing labels
- Format multi-page letters
- Format letters which include delivery notation, attention line, subject line, company name in closing, reference notation, enclosure notation, copy notation, and postscript
- Format interoffice memoranda
- Format letters with multi-column table
- Insert and format a graphic
- Key and format parallel columns
- Format tables with dollar amounts and totals
- Format tables with horizontal and vertical rulings
- Identify purpose of and format appropriate business forms which include: purchase requisitions, purchase orders, and invoices
- Perform a mail merge

#### **RECOMMENDED COMPETENCY(S)**

- Format financial statements including balance sheets, income statements, and statement of account
- Use templates